

SET UP A MOODLE BOOK

Book is, essentially, a series of connected web pages and you can therefore build into your book anything which is possible in “Page”, except that you are not restricted to just one page. The book module in Moodle is an excellent way to package together a number of resources on the same subject to mimic a book with chapters and sub-chapters. A database is not always the most appropriate method for packaging resources and a folder sometimes makes it difficult to find things easily. Also, using Book, you can add as much text as you like which is not so simple with databases and folders. In a virtual course for example, you could use a book to compile a set of procedures or instructions (e.g. for using a dark room, in Photography) or a Cookery book of all recipes covered in a cookery course with different chapters for starters, soups, meats etc. In a staff area you could use it to package together all the lesson plans and resources that attach to a specific scheme of work. (The examples in this procedure relate to setting up a book about using games in teaching).

It pays to plan the structure of your book before you set it up. You can have any number of subchapters attached to a main chapter but you cannot have a subchapter attached to a subchapter. Once you’ve sketched out your structure, you can set up your book accordingly.

The editing keys

You will only see these keys after you have set up your first chapter but it is appropriate here to explain what they mean.

Beside the Book’s table of contents you will see the following: 

-  edit any chapter or subchapter
-  delete a chapter or subchapter (and remember that there is no “undo” feature!).
-  hide a chapter or subchapter
-  add a chapter or subchapter. (When you wish to add a new chapter or subchapter think carefully about where you wish to put it and use the “add” key of the chapter or subchapter which will come just before it in the structure of your book). You can rearrange the order of chapters, if required, by using the up and down arrows seen below to the right of the title.



It is advisable to rearrange chapter order before adding subchapters. If you rearrange the order later you could end up with subchapters being attached to the wrong chapter. (This is why it is so useful to sketch out the structure of your book in advance and then follow that structure when you set it up and add content).

At the top and bottom of the final chapter, on the right of the screen, you will

see the following:  



use this to go back to the previous chapter

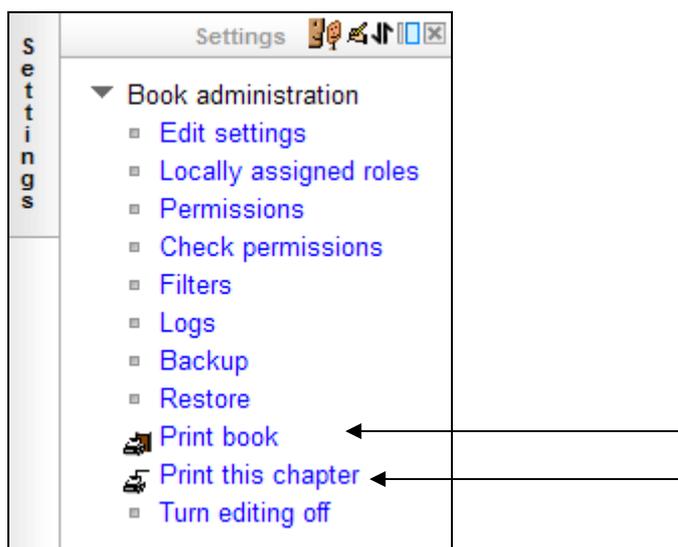


use this to exit the book and return to your course front page

(When you are in a Moodle book, the chapter or subchapter you are currently looking at is always in **black**. Other chapters are in blue, indicating clickable links).

Table of contents	
1 Why use games? ↓ 	  
2 Ice-breaker games ↑  	 

Using the **Settings** tab on the left hand side you can print the book or a specific chapter:

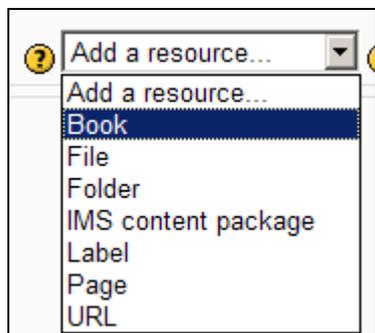


Settings      

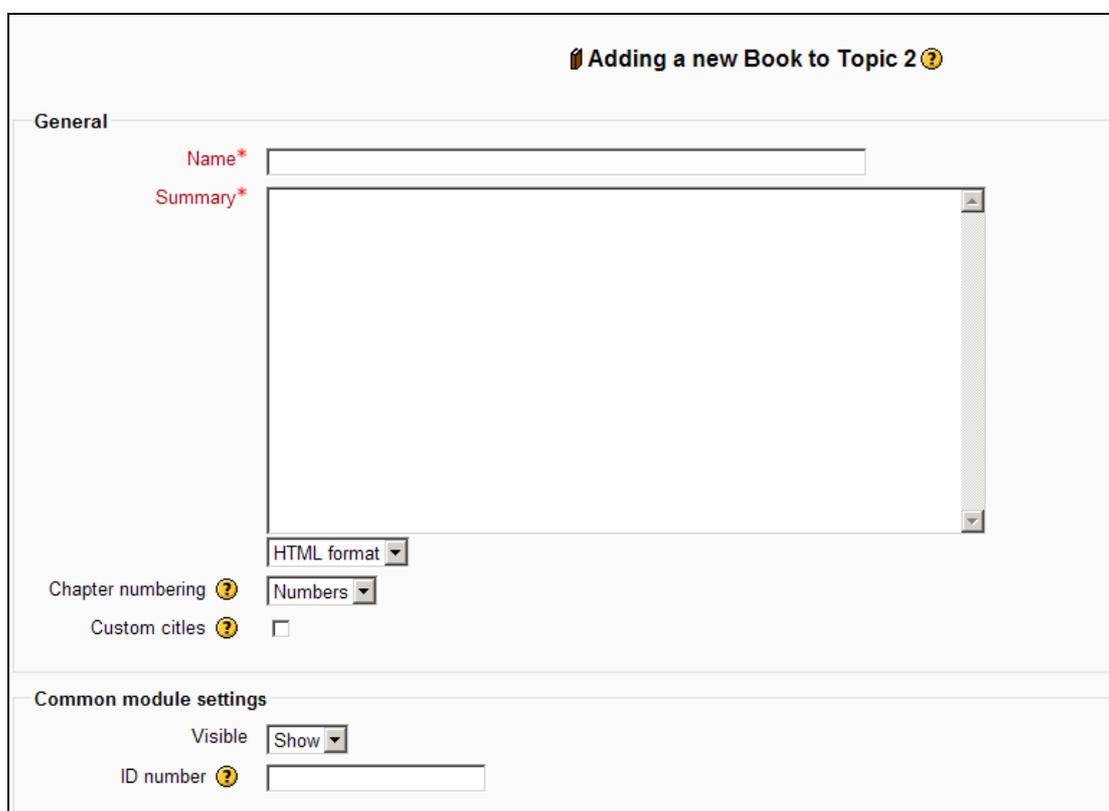
- ▼ Book administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 -  Print book
 -  Print this chapter
 - Turn editing off

Set up your book

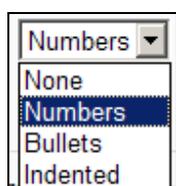
Make sure that editing is switched on. Go to the area in your course or virtual staff room where you wish the book to be set up and select **Book** from the drop-down menu for **Add a resource**.



You will then see the following screen:

A screenshot of the Moodle 'Adding a new Book to Topic 2' form. The form is titled 'Adding a new Book to Topic 2' and has a 'General' section. It contains the following fields and options: 'Name*' (text input), 'Summary*' (text area), 'HTML format' (dropdown menu set to 'HTML format'), 'Chapter numbering' (dropdown menu set to 'Numbers'), 'Custom titles' (checkbox), 'Common module settings' section with 'Visible' (dropdown menu set to 'Show') and 'ID number' (text input).

The **Name** and **Summary** fields must both be completed – choose a short name for the book and in the summary give a little more detail of the contents. You then need to decide how you would like the chapters to be numbered – use the drop-down menu to select your preferred method.



Tick the **Enable** boxes to input a date restriction (using the drop-down menus that become available).

Here you can set any conditions to apply to the Book.

Here you can set the conditions for completion tracking.

When you have chosen all the settings you need, scroll down and select **Save and display** to start building up your Book content.

Build up your Book content

After clicking on Save and display you will see the following screen:

This will be the first chapter of your book. In the large box entitled **Content** you can use the HTML editor to:

- key in text
- insert images
- embed media
- link to a file
- paste as word

(All of this content will be dealt with at various stages in this procedure as we look at setting up main chapters and subchapters).

1. Setting up your first chapter

(plus: use the HTML editor to key in text)

Key in the title you want this chapter to have and do not check the subchapter box. You can type in any amount of text and format it in different styles and colours. Here is an example of some simple text:

Chapter title*

Subchapter

Content*

Font family Font size Format

B *I* U ABC x₂ x² [List icons] [Link icon] [Image icon] [Table icon] [HTML icon]

Games can be used for all of the following:

- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning objective
- concentrate on a very specific or general objective
- collect assessment evidence easily and informally

Path:

When you have completed your text, scroll down and click on

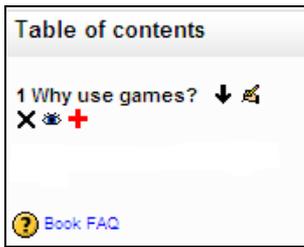
You will then see your entire chapter:

Games can be used for all of the following:

- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning objective
- concentrate on a very specific or general objective
- collect assessment evidence easily and informally

Each chapter of this Book will deal with different types of games, ranging from ice-breakers, to powerpoint templates and game board templates.

and there will be a table of contents on the left:



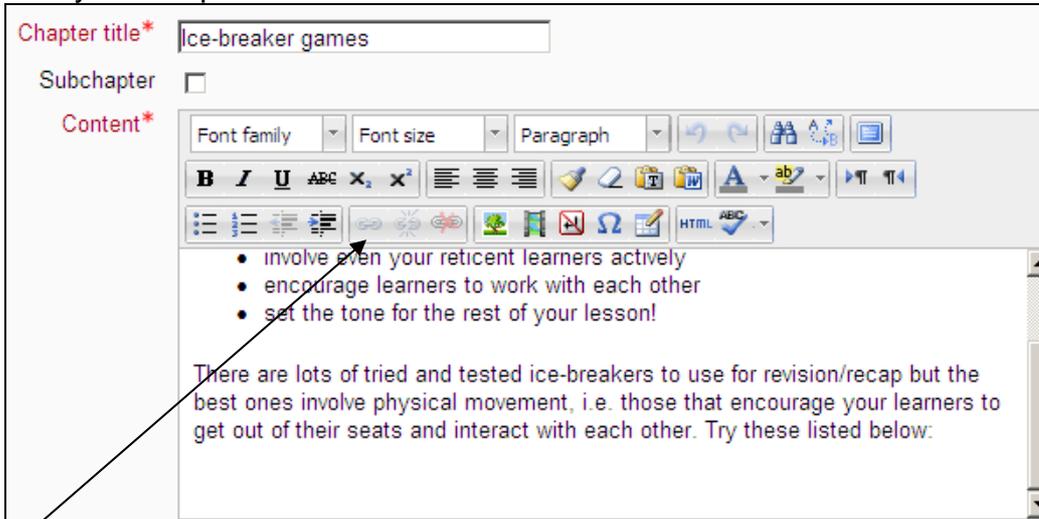
If you wish to edit anything in the chapter, click on the editing symbol  and you will be returned to the HTML editor (as in page 6 above).

If you are happy with the appearance of your first chapter you can add a new chapter or subchapter.

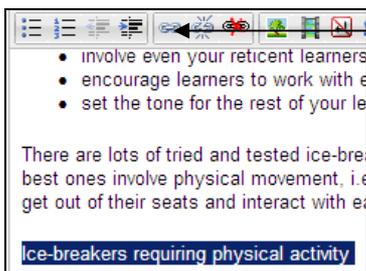
2. Add a new chapter

(plus: link to a file)

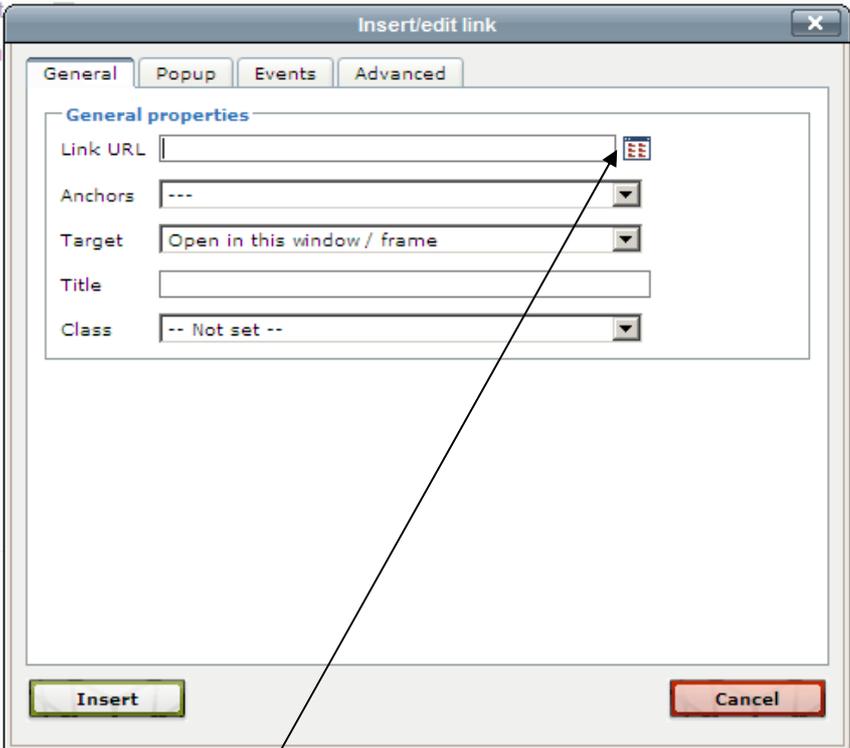
Click on **+** to add your next chapter or sub-chapter. You will see another blank title and editing box to complete, exactly the same as for your first chapter. If you wish this to be a sub-chapter, check the **Subchapter** box. Key in any text required.



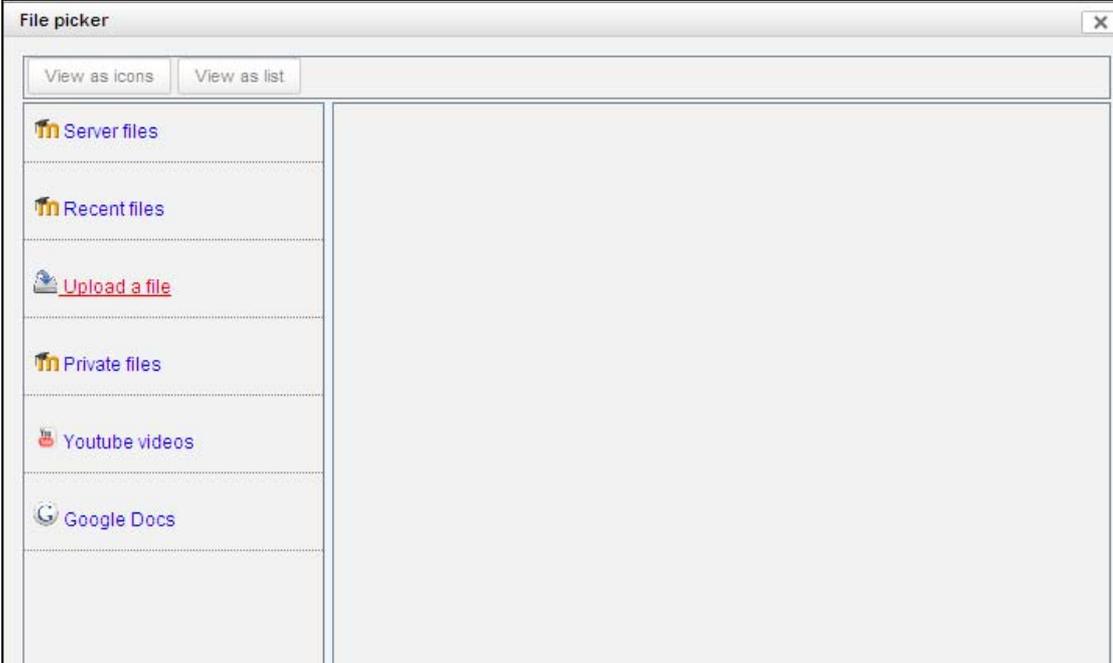
I want to link to a file, but the hyperlink icon is greyed-out. When I key in the text which will provide the link to the file then highlight it, the link icon finally becomes available – see below:



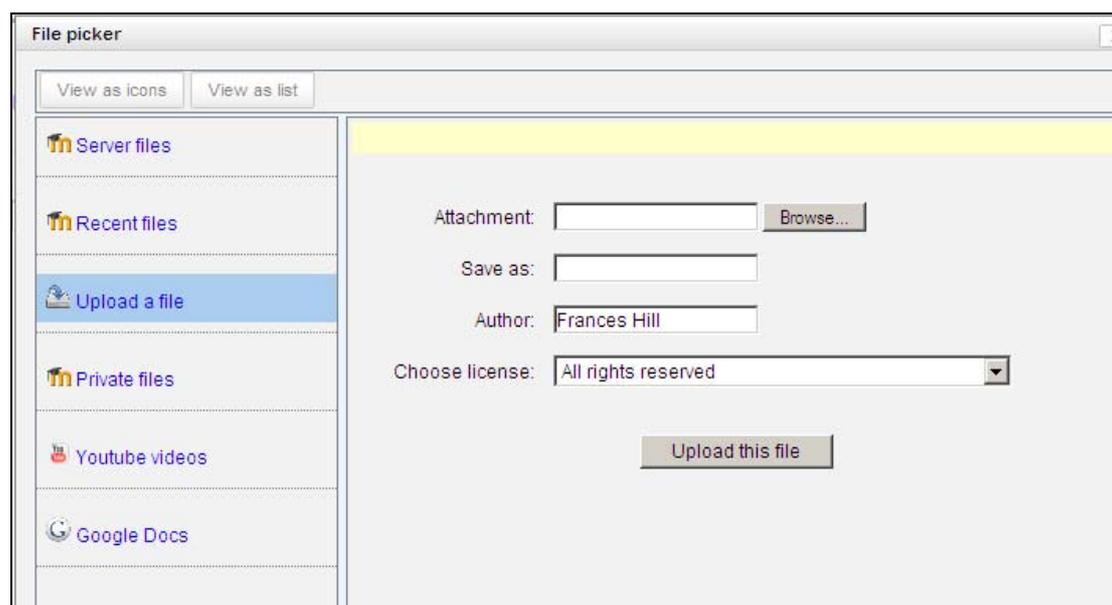
Click on the link icon  You will then see the following pop-up window:



Click on the **File picker** icon to the right of the long Link URL box  and you will then see the screen below:



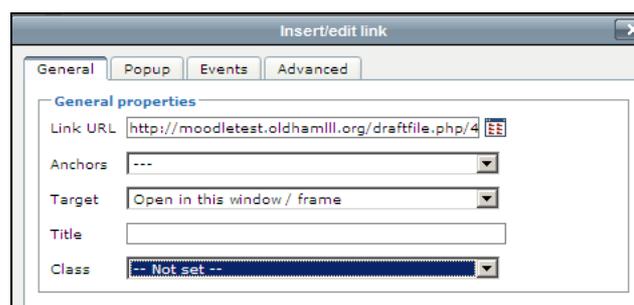
What you see here will depend on any repositories and course files you may have access to. My file is on my desktop, so I need to click on **Upload a file**.



My name appears automatically in the author box. I have to click on **Browse...** to locate my file. Once the file is found, select it and put in a name. You can also select the type of license to cover use of your file using the drop-down menu:



I choose **Creative commons** then click **Upload this file**. Once more we see the Insert/Edit link pop-up window.



I want the file to open in a new window so I select “**Open in new window**” for Target and input a title for the file:

Insert/edit link

General Popup Events Advanced

General properties

Link URL

Anchors

Target

Title

Class

Then I click  at the bottom of the pop-up window. I then see my link in the Book:

Chapter title*

Subchapter

Content*

Font family Font size Paragraph

B *I* U ABC x₂ x² [List icons]

- involve even your reticent learners actively
- encourage learners to work with each other
- set the tone for the rest of your lesson!

There are lots of tried and tested ice-breakers to use for revision/recap but the best ones involve physical movement, i.e. those that encourage your learners to get out of their seats and interact with each other. Try these listed below:

[Ice breakers requiring physical activity](#)

When I scroll down and click  at the bottom of the text box I then see my new chapter:

Table of contents

1 Why use games? ↓ ×

2 Ice-breaker games ↑

Book FAQ

Why start off your lesson with a game?

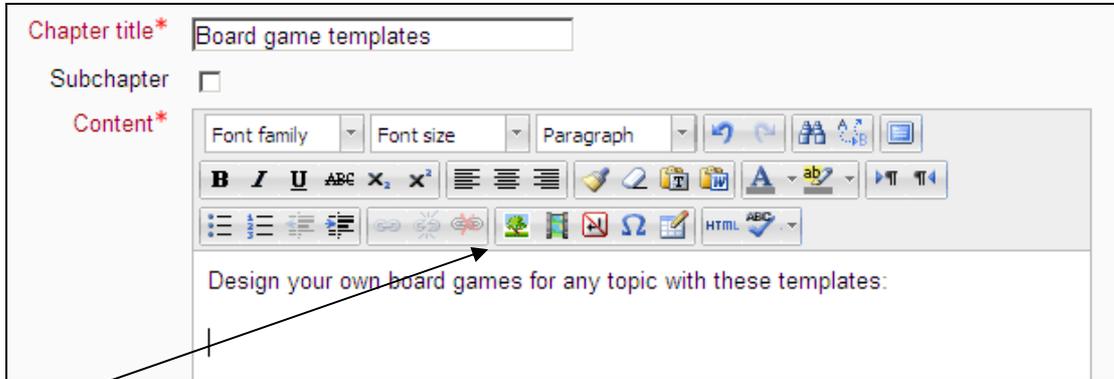
- engage all of your learners from the beginning of the lesson
- involve even your reticent learners actively
- encourage learners to work with each other
- set the tone for the rest of your lesson!

There are lots of tried and tested ice-breakers to use for revision/recap but the best ones involve physical movement, i.e. those that encourage your learners to get out of their seats and interact with each other. Try these listed below:

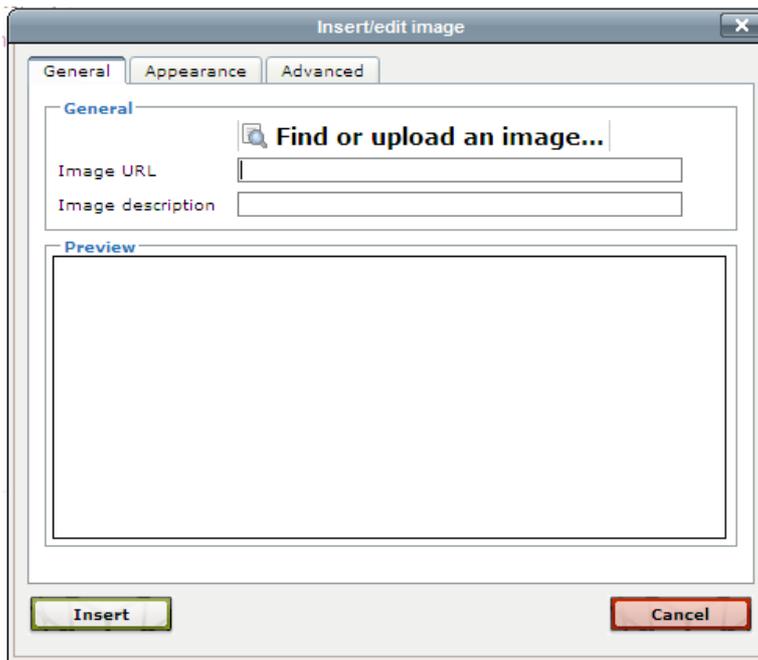
[Ice breakers requiring physical activity](#)

3. Insert an image

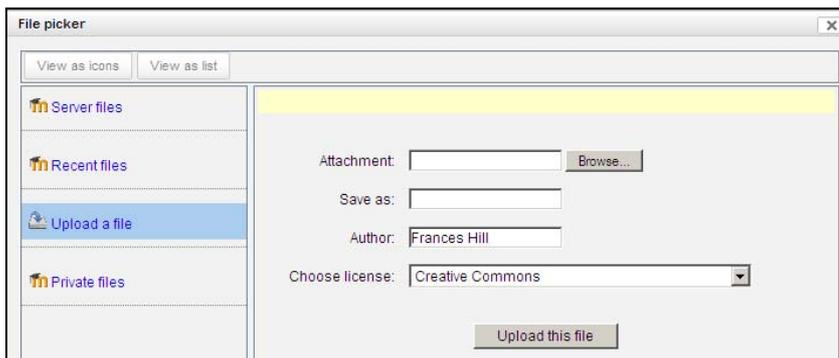
I want to add another chapter to my book with links to templates for making up your own board games. I think a list of links might be visually boring so I want to upload an image. I click on + to add my next chapter and, in the now familiar text box, I input a title and some introductory text.



Click on the “insert/edit image”  and you will see the following screen:



Click on **Find or upload an image**. We see the File picker screen once more:



If you have links to Flickr and/or other image repositories these will be available here. My image is on my desktop so I click on **Browse** and locate the file. (The image I want is of the Snakes and Ladders board from Moodle's Game module). I input a title and then click **Upload this file**.

Attachment: Q:\Moodle\My Pictures\ Browse...

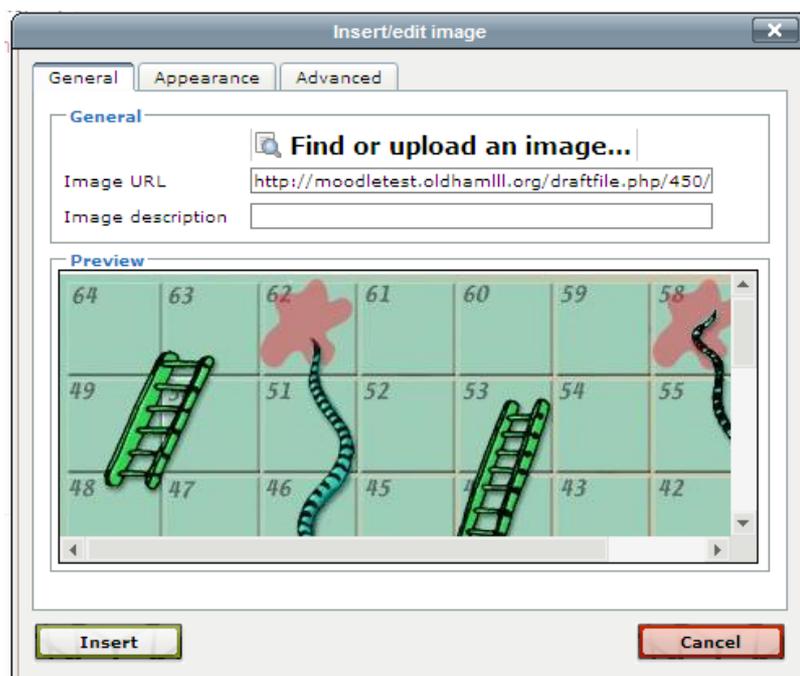
Save as: Snakes and ladders

Author: Frances Hill

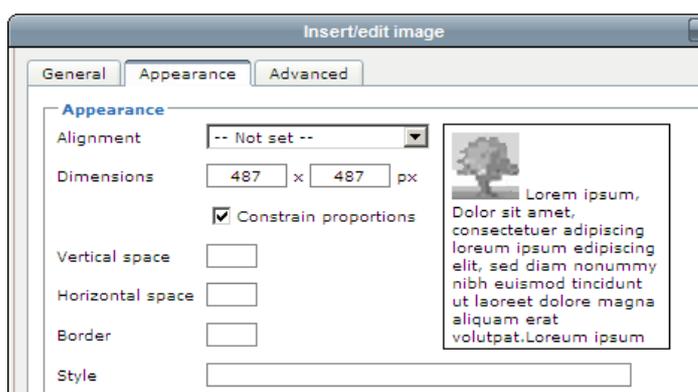
Choose license: Creative Commons

Upload this file

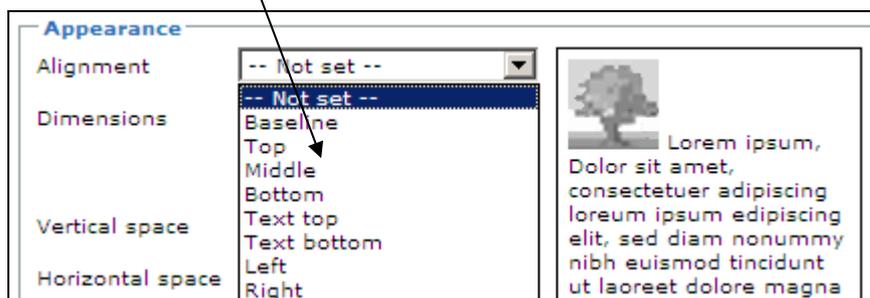
I then see my image as a preview:



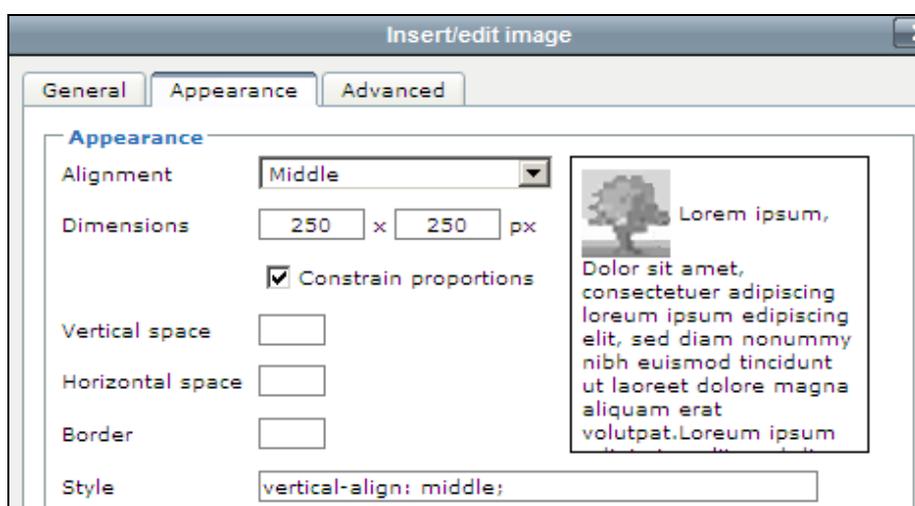
I want to alter the size and position of the image so I click on **Appearance**.



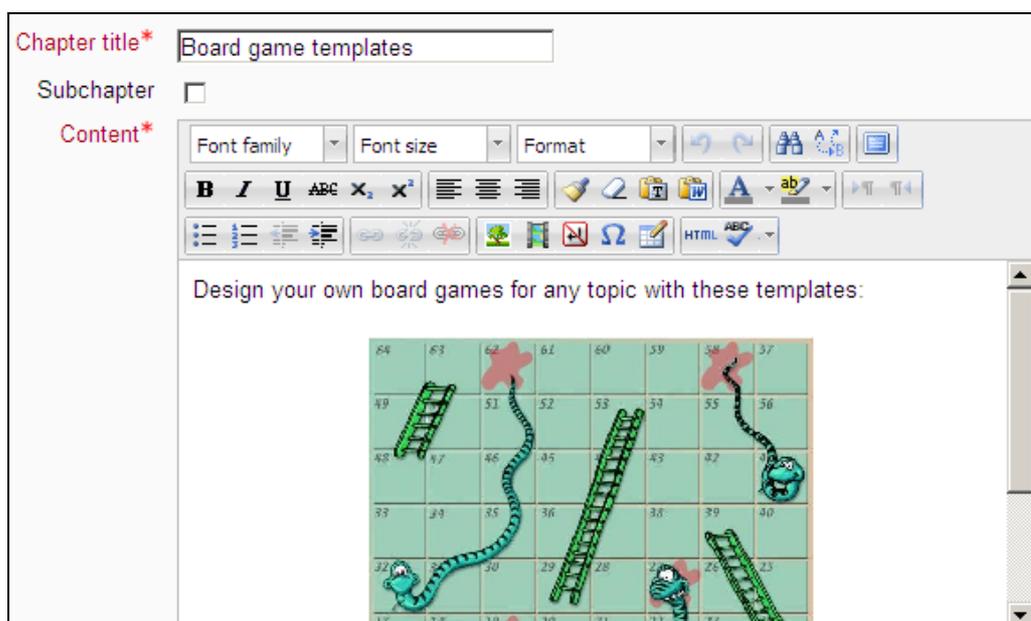
I would like the image to be centred so I use the **Alignment** drop-down menu to select Middle.



I can also input the dimensions I want – when the **Constrain proportions** box is ticked, if you put in one value the other will be calculated automatically.

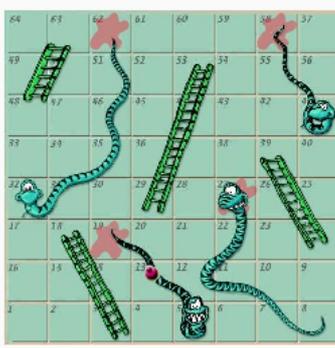


I am happy with these changes so I then click  and can see the chapter editing box with my image.



All I need to do now is set up my links which I will put below the image. Then I scroll down to click on **Save changes**. I can then see my chapter with the image – see below. If I think the image needs to be edited further then I click on  beside the title of the chapter to get back to the text box, click on my image, click on the “insert/edit image icon”  then click once more on **Appearance**.

Design your own board games for any topic with these templates:



- [Curved lines board](#) - blank boxes
- [Square boxes board](#) - no numbers
- [Square boxes board](#) - numbered
- [Square boxes board - different colours](#) (make up your own question cards for each colour; choose your own categories)
- [Hexagonal shapes board](#)
- [Snakes and ladders board](#) - make up your own questions to be answered before learners can throw the dice
- [What am I board?](#) Make up your own questions/categories.
- [Conditional board](#) - edit with your own "if" statements

4. Add a sub-chapter

I want to add a sub-chapter to the chapter above, showing examples of games which tutors have used, based on the boards in the main chapter.



I click on **+** next to the chapter which will have the sub-chapter. In the blank editing box, I input my title and check the sub-chapter box.

Chapter title*

Subchapter

Content*

Font family Font size Format

B *I* U ABC x₂ x² [List icons]

[List icons] [Link icon] [Image icon] [Table icon] [HTML icon]

Below you will find links to games that have been successfully used in class which are based on the templates.

After building up the sub-chapter contents I click Save changes and my sub-chapter is now listed in the table of contents. I chose numbering for chapters, so my sub-chapter, attached to chapter 3, appears as 3.1

Table of contents

1 Why use games? ↓ ↗

X 🔍 +

2 Ice-breaker games ↑ ↓ ↗

X 🔍 +

3 Board game templates ↑ ↓

↗ X 🔍 +

3.1 Examples of Board Games used ↑ ↓ ↗

+ 🔍

I can add other sub-chapters to this chapter if I wish.

5. Embed media

I want to find a video about using games for teaching. It would be appropriate to put it in my first chapter which sets out why it is a good idea to use games. So, I click on the edit/update icon  for chapter 1. In the text box I enter some additional text to introduce the video.

Chapter title*

Subchapter

Content*

Font family Font size Paragraph

B *I* U ABC x₂ x² [List icons]

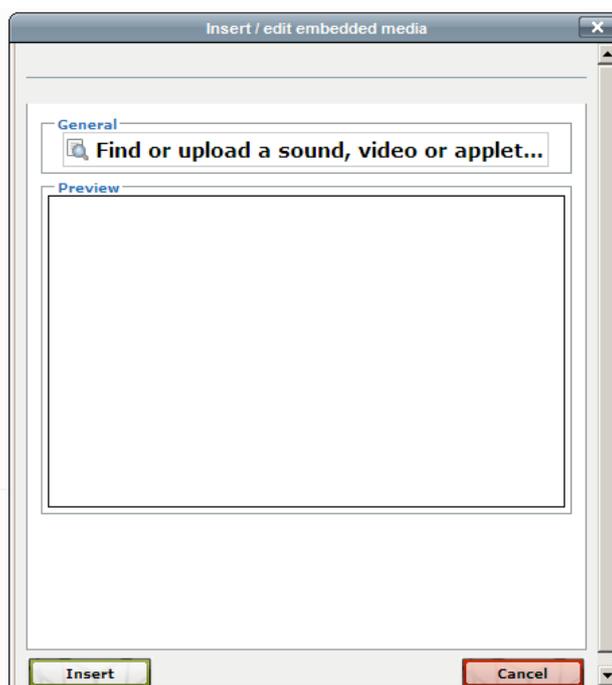
[List icons] [Link icon] [Image icon] [Table icon] [HTML icon]

- concentrate on a very specific or general objective
- collect assessment evidence easily and informally

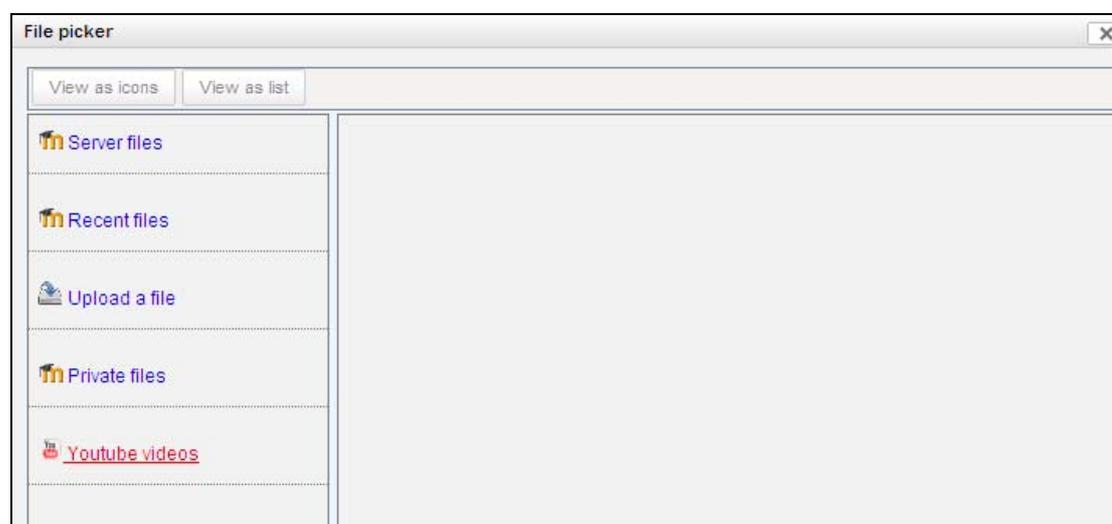
Each chapter of this Book will deal with different types of games, ranging from ice-breakers, to powerpoint templates and game board templates.

If you still need to be convinced of the value of games, watch this short video:

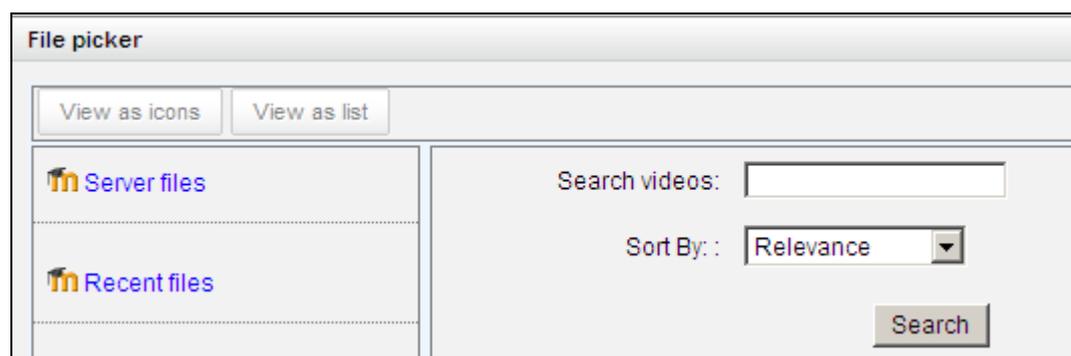
I then click on the **Embed media** icon  - below is the pop-up window which appears:



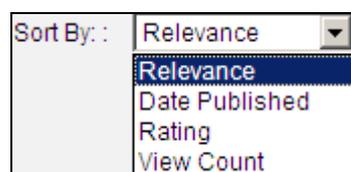
Click on **Find or upload a sound, video or applet.....** and you will see the file picker screen:



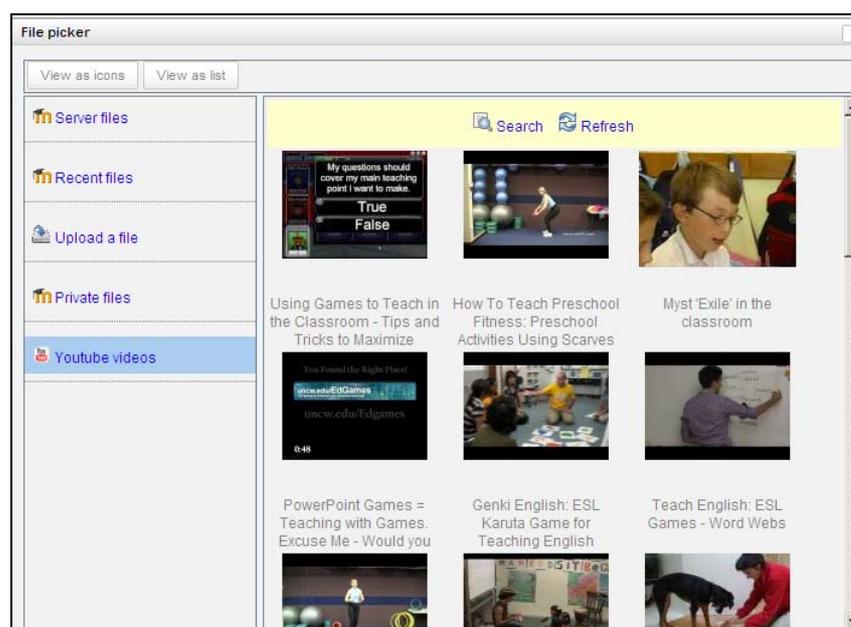
The video I want is on Youtube so I click the link and then see a facility to search for my video.



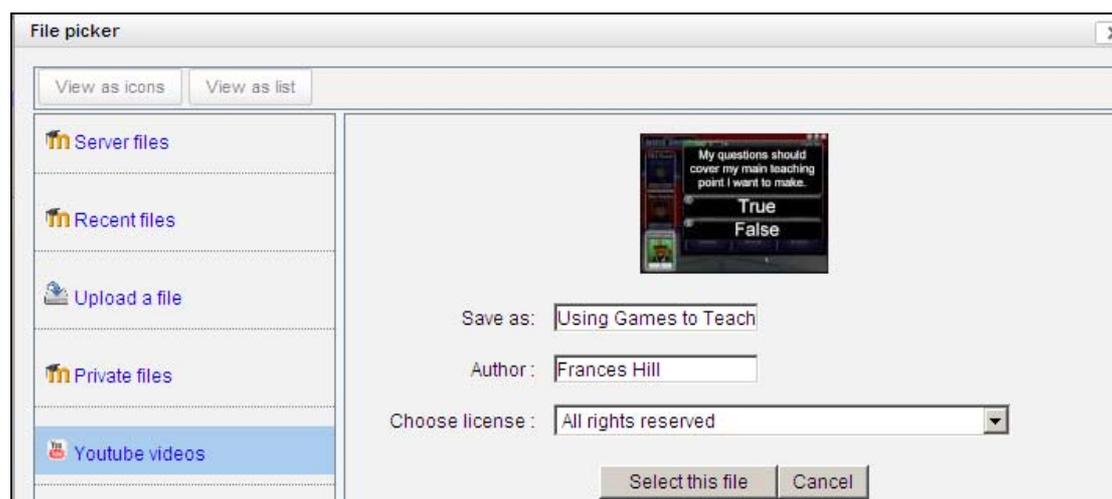
I input my search criteria .
I can also sort by different criteria using the drop-down menu.



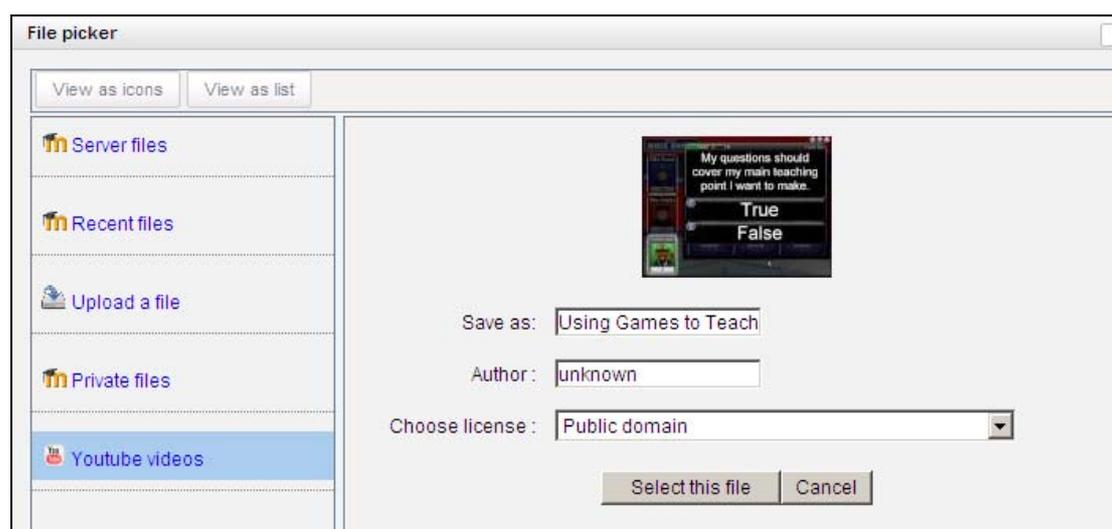
When you have chosen all your criteria, click on . You will then see a variety of videos which meet those criteria.



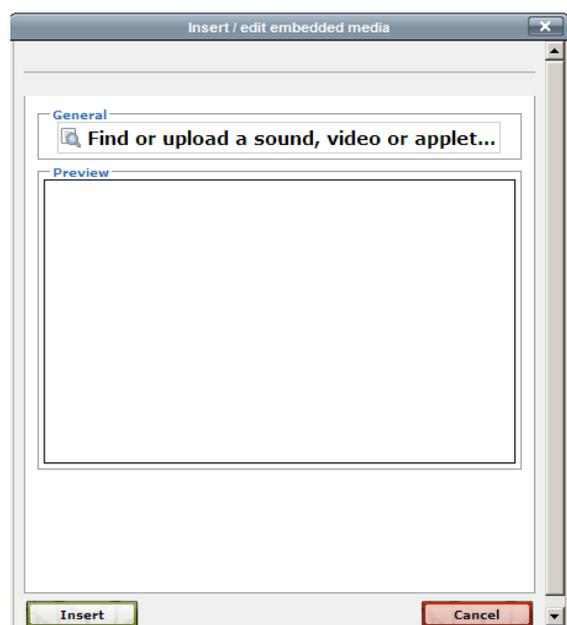
I select the video I want - it is actually the first one listed. When I click on the video I then see a thumbnail image of it on the file picker screen, as below:

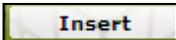


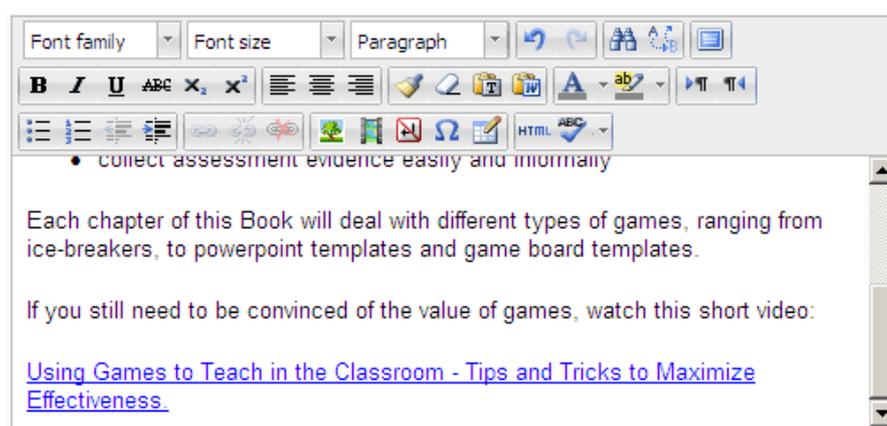
The metadata regarding author is inserted automatically – in this case I cannot remember who the author is so I am going to put in “unknown” until I look at the video again to see who made it. I am also going to choose “Public domain” as the licence, but I may need to alter this after watching the video again. Here are my settings:



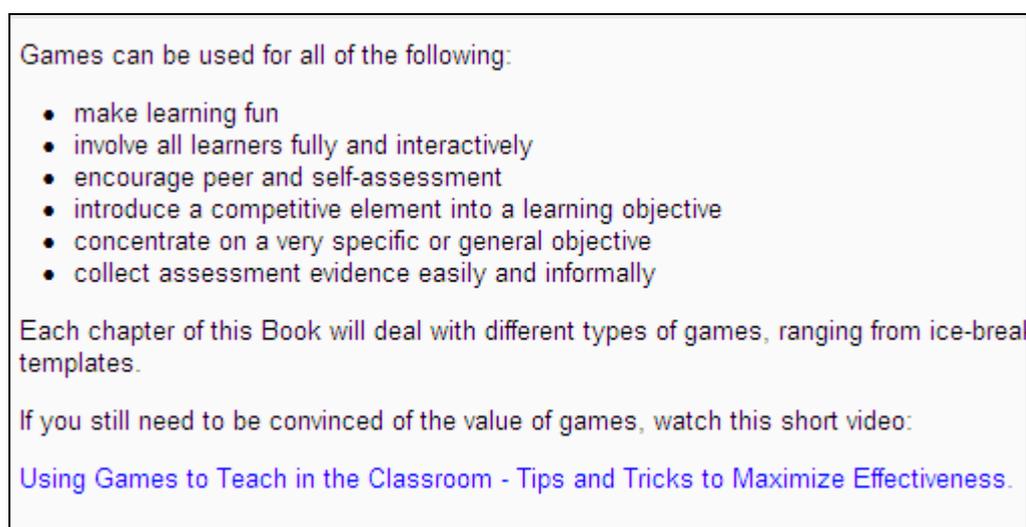
I then click **Select this file** and this brings me back to the “**Find or upload a sound, video or applet....**” screen (your view may be slightly different depending on the browser you are using and your organisation’s security settings – e.g. you may be able to see the video image):



I then click  and can see the link to the video in the chapter text box.



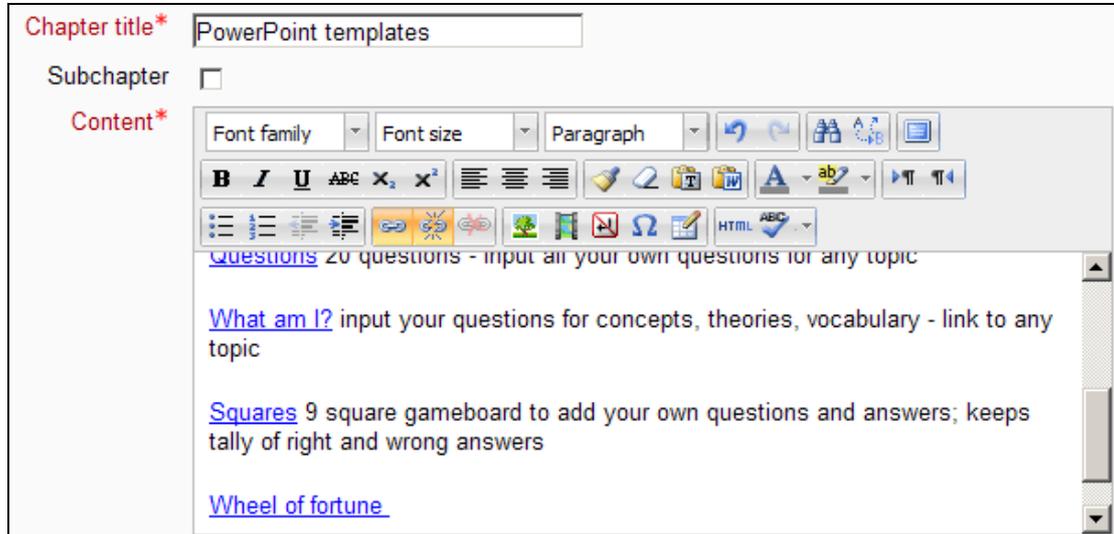
I then click on  below the chapter text box. I can see my edited chapter with the video link.



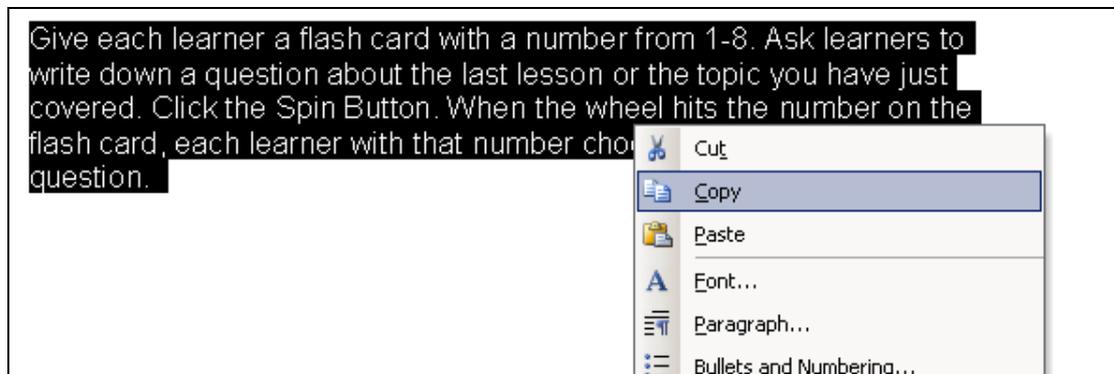
Follow the steps above to embed any media file.

6. Paste as word

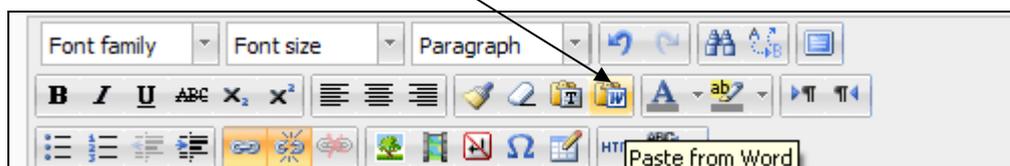
I have set up a chapter in my book which contains PowerPoint templates for different games. I have added a brief description and instructions for each one. For one of the games I have a word file with brief instructions, so I'd like to copy this into my Book rather than have to type the whole thing again.



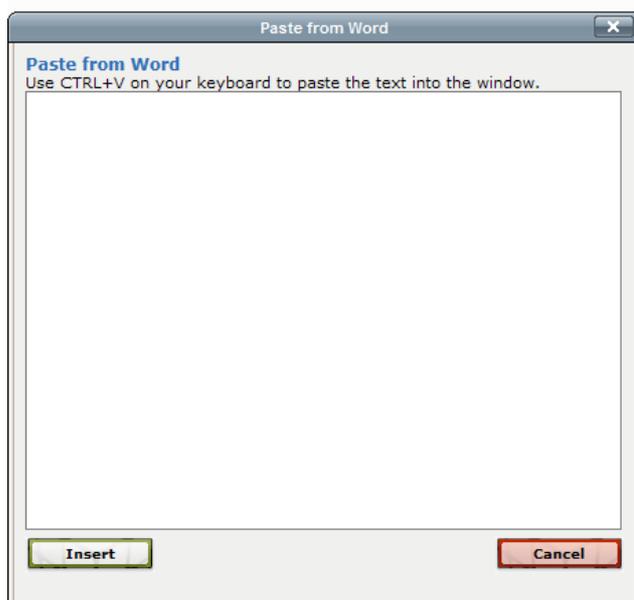
I have uploaded my file – Wheel of fortune – so now I need to find the instruction file. I just minimise my Moodle screen, locate my file and open it. I then highlight the text and right-click to copy.



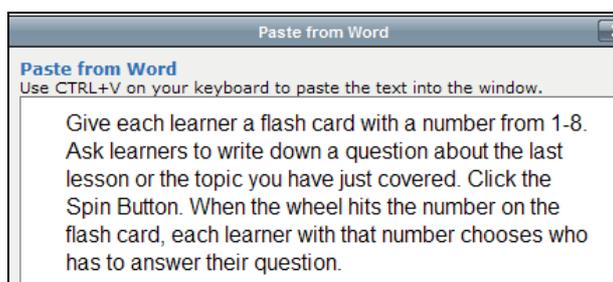
I then exit the file and maximise my Moodle screen. I then need to click on the **Paste from word** icon:



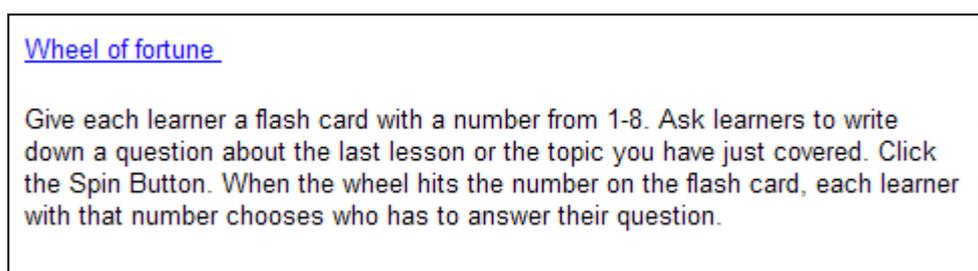
The following pop-up window appears:



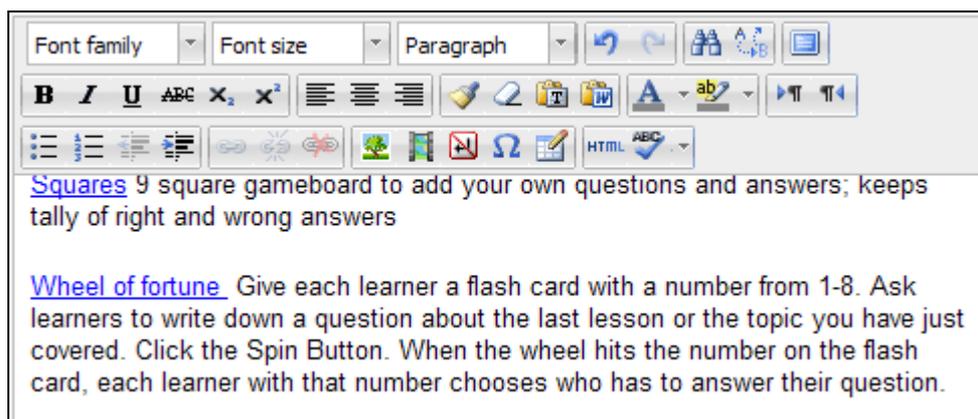
Click in the text box and follow the CTRL+V instructions to paste in your text. Your text will then appear.



You should then click  at the bottom of the pop-up. The text then appears in the chapter which I am editing.



I want the text to appear beside the link rather than below it so I can edit this in the text box.



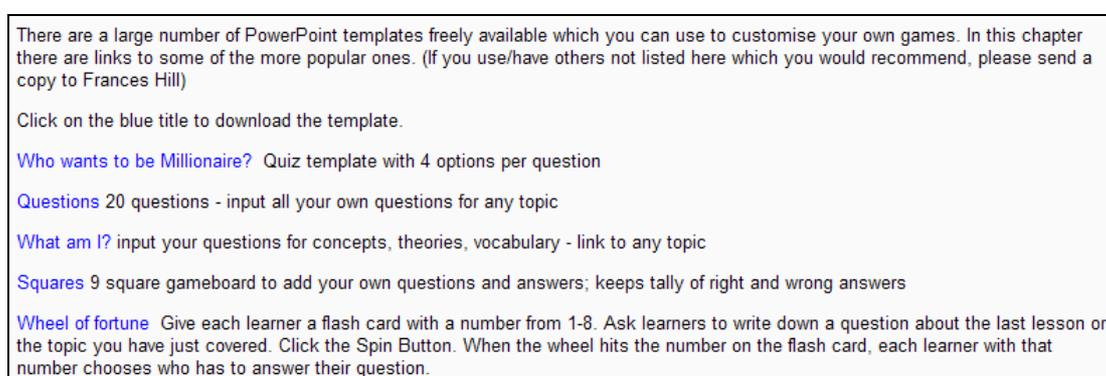
Font family Font size Paragraph

B *I* U ABC x₂ x₃ [List icons] [Color icons] [Link icons] [Image icons] [Table icons] [Video icons] [Audio icons] [HTML ABC]

[Squares](#) 9 square gameboard to add your own questions and answers; keeps tally of right and wrong answers

[Wheel of fortune](#) Give each learner a flash card with a number from 1-8. Ask learners to write down a question about the last lesson or the topic you have just covered. Click the Spin Button. When the wheel hits the number on the flash card, each learner with that number chooses who has to answer their question.

When I click on [Save changes](#) I can see my chapter with the pasted text.



There are a large number of PowerPoint templates freely available which you can use to customise your own games. In this chapter there are links to some of the more popular ones. (If you use/have others not listed here which you would recommend, please send a copy to Frances Hill)

Click on the blue title to download the template.

[Who wants to be Millionaire?](#) Quiz template with 4 options per question

[Questions](#) 20 questions - input all your own questions for any topic

[What am I?](#) input your questions for concepts, theories, vocabulary - link to any topic

[Squares](#) 9 square gameboard to add your own questions and answers; keeps tally of right and wrong answers

[Wheel of fortune](#) Give each learner a flash card with a number from 1-8. Ask learners to write down a question about the last lesson or the topic you have just covered. Click the Spin Button. When the wheel hits the number on the flash card, each learner with that number chooses who has to answer their question.

(In the HTML forum on Moodle.org

<http://moodle.org/mod/forum/discuss.php?d=181648> Scarlet Clark suggested it may be better not to paste direct from Word (if the document has complex formatting). She suggests you paste into notepad/wordpad first, convert to plain text, then import).

YOUR USERS' VIEW

When users click on the Book, [Games in teaching](#) they will see the first chapter and links to all other chapters and sub-chapters which have been set up.

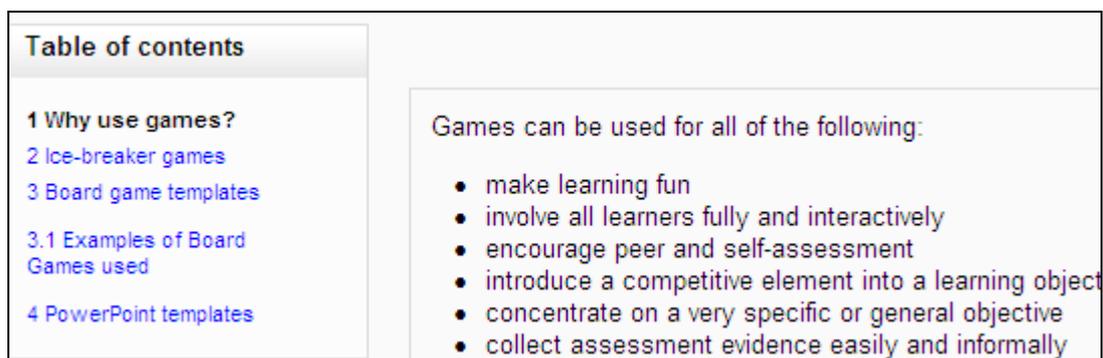


Table of contents

- 1 Why use games?
- 2 Ice-breaker games
- 3 Board game templates
- 3.1 Examples of Board Games used
- 4 PowerPoint templates

Games can be used for all of the following:

- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning object
- concentrate on a very specific or general objective
- collect assessment evidence easily and informally